RFP Review Process

Most City owned property is sold through a Request for Proposals process as dictated under Chapter 30B of the Mass General Laws. Chapter 30B requires that the City advertise for proposals a minimum of one day for two consecutive weeks in a local newspaper. The City advertises in the Lowell Sun, Real Estate Section. Under Chapter 30B the City must also advertise the property for disposition in the Central Register a minimum of 30 days prior to the Proposal due date. The Central Register is a publication maintained by the Secretary of the Commonwealth and is published on a weekly basis. The Central Register is available at a subscription rate of \$225 annually. Single issues are not sold but are available at many public libraries throughout the Commonwealth. Subscriptions may be obtained by contacting the Secretary of the Commonwealth, State Publications and Regulations Division at (617) 727-9136.

Chapter 30B requires that a Request for Proposals (RFP) process be used in the disposition of City owned property. All proposals must be sealed, submitted prior to the deadline, and are subject to all requirements set forth in the RFP package. MGL Chapter 30B and the RFP process were designed to promote open and fair competition. This process allows the City the flexibility to control the end use of the property and put restrictions on its future use by establishing competitive criteria to which all proposals must be compared. The City can also make sure that the proposer has the past experience and financial resources to complete the given project. The City does not use a public auction process because this would require the property be conveyed to the highest bidder regardless of the end use, past experience, or past history of compliance with City codes and ordinances.

According to the Inspector General's Office comparative criteria should be compared based on a scale that ranges from unacceptable-highly advantageous:

- Highly Advantageous: The proposal contains a clear comprehensive plan that addresses all of the objectives stated in the RFP (See comparative criteria of the RFP. It will tell you exactly what we are looking for and how it will be ranked. If any items listed there are missing from your proposal you will receive a lower ranking in that category).
- *Advantageous:* The proposal contains a clear plan that addresses most of the objectives stated in the RFP.
- *Not Advantageous:* The proposal does not contain a clear plan that addresses most of the objectives stated in the RFP.
- *Unacceptable:* The proposal does not contain any information on how the proposer will address the objectives stated in the RFP.

Example:

Ouestion:

	Highly Advantageous	Advantageous	Not Advantageous	Unacceptable
2. Site Development Proposal	Site development proposal includes a complete list of lot improvements to be completed with a cost breakdown and time table for all phases of construction, type of building/lot improvement, size and lot placement. Includes realistic and accurate cost estimates for all	Complete Site Development proposal with a cost breakdown and time table for all phases of construction. Includes questionable and/or unrealistic cost estimates for improvements.	Incomplete development proposal and/or cost estimates.	No site development proposal included.

Unacceptable Answer:

We will do a lot of work to the property. You can ask anyone who knows us and they will tell you, we do quality work.

Highly Advantageous Answer: (See Attachment for sample Development Plan)
This answer would contain a complete list of improvements and the costs associated with each of these line items, a construction schedule for each line item, realistic, and accurate cost estimates etc.

Once all proposals have been opened the City will form a review committee to go over all of the proposals submitted. The review committee will first determine that all the proposals have met the minimum criteria stated in the RFP. Any proposer that places conditions or requirements on the proposal will be considered non responsive and rejected as such. The only conditions that will be accepted will be the conditions listed in the RFP by the City. The committee will verify that all of the attachments have been signed and returned. Once the RFP is determined to have met all the minimum criteria, the comparative criteria are reviewed to determine how a proposal is ranked, highly advantageous through unacceptable. Under the RFP process the highest-ranking proposal may be selected. In cases where two proposals are ranked equally, price may become the deciding factor. Given this process the City may decide not to select a higher priced proposal that is not ranked equally or better than all of the other proposals. The City can reject all proposals if it is deemed to be in the best interest of the City. Proposers shall be notified of the City's recommendation in most cases within 2-3 weeks. All sales are subject to a final vote by the Lowell City Council.

Example:

- Proposal number one is ranked highly advantageous. The bid price \$100,000
- Proposal number two is ranked not advantageous. The bid price is \$150,000

In this situation the City may accept the lower priced proposal because it is more advantageous than the higher priced proposal.

IT IS IMPERATIVE THAT THE ENTIRE RFP IS READ CAREFULLY AND THAT ALL QUESTIONS AND FORMS ARE FILLED OUT CORRECTLY. GOOD LUCK AND MAY THE BEST PROPOSAL WIN!

TROUT BLEWTON

TO THE WINDS

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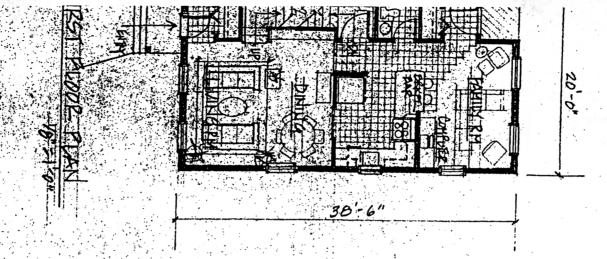
SAMPLE PLAN

RIGHT SIDE FLEVATION

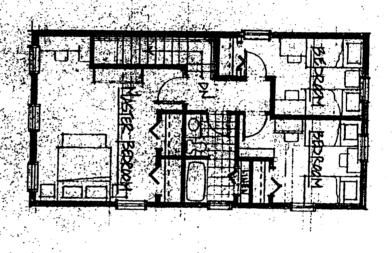
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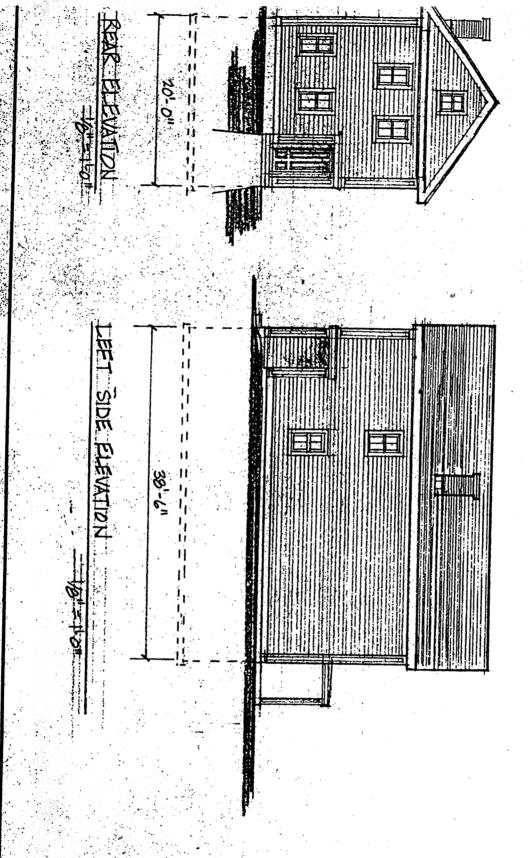
Jeffrey J. Cook Architects, Inc.





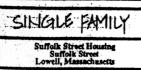


SAMPLE PLAN



A.S.

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SAMPLE BUDGET

Development Budget	Combractor Nove	
Address:	Contractor Name	Actual Cos
7 tuur 033.		
Land Cost		
Curb Cut		£4.00
Survey/Proposed and Certified Plot Plan		\$1,20
Engineering		\$1,00 N/A
Permits		
Excavation		\$70 \$1,80
Well		\$4,800
Septic System		\$12,000
Footing, Foundation Labor and Concrete	4t	\$3,600
Damproofing		\$100
Poured Floors		\$400
Sewer Connection		N/A
Water Connection	,	N/A
Gas Service		N/A N/A
Dil Service		
Electrical Service and Rough Wiring		\$1,200
umber		\$6,000
raming		\$9,750
Roof Labor	Labor to be supplied by contractor	\$6,000
Roof Materials	and to be supplied by contractor	\$500.00
Vindows and Doors		\$800
ireplace Installation	N/A	\$3,600 N/A
Siding		
siding Labor	Labor to be supplied by contractor	\$4,000 \$500.00
hutters	N/A	N/A
Pebris/Rubbish Removal		\$400
Sarage Doors/Openers	N/A	N/A
lough Plumbing		\$3,500
IVAC		\$7,000
larms		N/A
entral Vac.		N/A
sulation		
lastering/Sheetrock		\$2,500
terior Trim		\$3,200
inish Carpentry	Labor to be supplied by contractor	\$2,400 N/A
itchen Cabinets	- and the second by contractor	
terior Paint	Labor to be supplied by contractor	\$3,500
nish Electrical	and the second s	\$900
ectrical Fixtures		\$1,100
helving		\$650
oor Covering		\$400
ppliances		\$2,500
nish Plumbing		\$1,200
riveway/Paving	Dirt Driveway	\$3,500
ecks, Walks, Steps etc.	Very Small	\$600
indscaping	i Gi y Giriali	\$600
OTAL DEVELOPMENT COST		\$1,500

SAMPLE SCHEDULE

Single Family House Light days How 13200 Find 19700 General Condition Find Example Annual Control of Droceed 162 days Mon 13200 Find 13700 Apply control of Droceed Apply control of Droceed 20 days Mon 13700 Mon 13700 Mon 13700 Apply control of Droceed Apply control of Droceed 1 day Mon 13700 Mon 13700 Mon 13700 Sector broindation permit 0 days Mon 13700 Mon 13700 Mon 13700 Mon 13710 Sector broindation permit 0 days Mon 13700 Mon 13710 Mon 13710 Mon 13710 Sector broindation permit 0 days Mon 13700 Mon 13710 Mon 13710 Mon 13710 Sector broindation permit 0 days Mon 13700 Mon 13710 Mon 13710 Mon 13710 Sector broindation 1 days 1 days Mon 13700 Mon 13700 Mon 13700 Foundation 1 days 1 days Mon 13700 Mon 13700 Mon 13700 Foundation 1 days 1 days 1 days Mon 13700 Mon 13700	0	Task Name	struction			
Complete Control Con	1	Single Esmily Using	Duration	Start	Finish	December 1
Size Purising training permit Colore	+	General Conditions	152 days	Mon 1/3/00	Tue 8/4/00	resource Names
Sign contract and notice to pestimate with owner, architect 20 days Mon 173100 Mon 17310	+		21 days	Mon 4/3/00	Mon 4/24/00	
Secure inforced to proceed	1		20 days	Mon 1/3/00	MOII 1/31/00	
Secure foundation permit	2	Sign contract and notice to proceed	1 day	Mon 1/31/00	Mon 4/24/00	General contractor[50%], Archite
Secure forming permit 0 days	+	Apply for Permits	0 days	Mon 1/31/00	Mon 4/24/00	General contractor, Architect, Ow
Secure electrical permit O days Mon 137100 Mon 13	I	Secure foundation permit	0 days	Mon 1/31/00	Mon 1/31/00	
Secure PIVAC permit	+	Secure traming permit	0 days	Mon 1/31/00	Mon 4/24/00	General contractor
Secure HVAC permit	+	Secure electrical permit	0 days	Mon 1/31/00	MOI 1/31/00	General contractor
Sele Work Secure PIANC permit Sele work Secure PIANC permit Sele work Secure PIANC permit Secure	+	Secure plumbing permit	0 days	Mon 4/24/00	Mon 1/31/00	General contractor
Site Work Class and public Wall 133100 Mon 133100 Integration of the passement walls Integration of the passement wall		Secure HVAC permit	Odays	Mon 1/31/00	Mon 1/31/00	General contractor
State Stat		Secure miscellaneous permits	Odays	Mon 1/31/00	Mon 1/31/00	General contractor
Clear and ground utilities Complete roof framing in floor wheat 2000 Total 2010 Total 20	+	Site Work	2 days	00/15/1 now	Mon 1/31/00	General contractor
Foundation Foundation 1 day Wed 22/200 Thu 23/100 Thu 23/100 Thu 23/100 Thu 23/200 Thu 23/2	1	Clear and grub lot	2 days	1 ue 2/1/00	Thu 2/3/00	
Formulation Foundation 4 days Thu 23/00 Thu	-	Install temporary power service	1 day	1 ue 2/1/00	I ue 2/1/00	Site excavation contractor
Foundations		Install underground utilities	day	Wed 2/2/00	Wed 2/2/00	Electric company
3 days		Foundation	l day	Thu 2/3/00	Thu 2/3/00	Electric contractor, Plumbing cor
Frame to the sement walls	-	Excavate for foundations	42 days	Fri 2/4/00	Mon 4/3/00	
Claim 201 Clai		Form basement walls	3 days	Fri 2/4/00	Tue 2/8/00	Site excavation contractor
Cure basement walls for 7 days 1 days Wed 37500 Thu 372300 Waterproof/insulate basement walls 2 days Fri 37400 Mon 327300 Perform foundation inspection 2 days Fri 37400 Mon 327300 Perform foundation inspection 2 days Fri 37400 Mon 372700 Perform foundation inspection 2 days Fri 37400 Mon 372700 Perform foundation inspection 2 days Fri 37400 Mon 372700 Examing The 3 floor decking 2 days Thu 37600 Thu 37600 Lay 1st floor decking Frame 1st floor decking 4 days Mon 4/1700 Fri 4/1700 Frame 2nd floor walls Frame 2nd foor decking 2 days Fri 4/1700 Fri 4/		, ba	lo days	Wed 2/9/00	_	Concrete contractor
days			12 days	Mon 2/28/00		Concrete contractor
2 days Fri 3/24/00 Mon 3/27/00 1 day Thu 3/3000 Wed 3/29/00 1 days Thu 3/30/00 Wed 3/29/00 2 days Tue 4/4/00 Wed 5/30/00 2 days Thu 4/4/00 Wed 5/3/00 2 days Thu 4/13/00 Fri 4/14/00 4 days Mon 4/10/00 Fri 4/14/00 2 days Mon 4/10/00 Fri 4/14/00 2 days Wed 4/18/00 Thu 4/13/00 2 days Wed 4/18/00 Thu 4/13/00 2 days Wed 4/18/00 Thu 4/12/00 2 days Wed 4/18/00 Thu 4/12/00 3 days Fri 4/12/8/00 Thu 4/12/00 1 day Wed 5/3/00 Thu 5/10/10 3 days Fri 4/12/8/00 Thu 5/10/10 3 days Thu 5/10/00 Thu 5/10/10 3 days Thu 5/10/00 Thu 5/10/10 3 days Thu 5/10/00 Thu 6/10/10 3 days Thu 5/10/00 Thu 6/10/10 1 days Fri 6/10/10 Thu 6/10/10 1 days		Strip basement wall forms	/ days	Wed 3/15/00	-	
day		Waterproof/insulate basement walls	z days	Fri 3/24/00	Mon 3/27/00	Concrete contractor
Cays		Perform foundation inspection	z days	Tue 3/28/00	_	Concrete contractor
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2 days	1	Framing	2 days	Fri 3/31/00		Site excavation contractor
2 days Thu 4/6/00 Fri 4/17/00 4 days Mon 4/17/00 Fri 4/14/00 1 days Mon 4/17/00 Thu 4/13/00 2 days Wed 4/14/00 Thu 4/13/00 2 days Wed 4/19/00 Thu 4/18/00 3 days Fri 4/21/00 Thu 4/18/00 1 day Wed 4/26/00 Thu 4/27/00 3 days Fri 4/21/00 Thu 4/27/00 1 day Wed 5/3/00 Wed 5/3/00 1 day Wed 5/3/00 Wed 5/3/00 2 days Thu 5/4/00 Thu 6/1/00 3 days Thu 5/4/00 Fri 5/100 3 days Fri 5/19/00 Thu 5/2/00 1 day Wed 5/3/00 Fri 5/2/00 3 days Fri 5/19/00 Thu 5/2/00 3 days Fri 5/19/00 Thu 6/1/00 3 days Fri 5/19/00 Thu 6/1/00 4 days Fri 6/2/00 Wed 5/24/00 3 days Fri 6/2/00 Wed 5/24/00 4 days Fri 6/2/00 Wed 6/28/00 16 days F		Install 1st floor joists	skan 77	I ue 4/4/00		
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3 days	1	Frame 2nd floor decking	2 days	Mon 4/1//00	-	Framing contractor
2 days	1	Frame 2nd floor walls	3 49/6	vved 4/ 19/00	\rightarrow	Framing contractor
3 days	1	Frame 2nd floor comers	2 days	0/12/4 I/O	-+	Framing contractor
1 day Wed 5/3/00 c Wed 5/3/00 c Wed 5/3/00 days	-	Complete roof framing	3 days	Eri 4/28/00	\rightarrow	Framing contractor
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1 days Wed 5/24/00 Wed 5/24/00 Wed 5/24/00 Wed 5/24/00 Wed 5/24/00 Wed 5/24/00 Wed 5/29/00 Mon 5/29/00 19 days Thi 6/200 Wed 6/28/00 Thu 6/1/00 16 days Fri 6/200 Fri 6/29/00 Add 6/28/00 3 days Mon 6/26/00 Wed 6/28/00 Carete 21 days Mon 5/8/00 Mon 6/26/00 Mon 6/2000 Mon 6/26/00	1	Install reit, flashing and shingles	3 days	Fri 5/40/00	-+	raming contractor
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3 days	-	Install 1st floor windows	3 days	Thu 5/25/00	-	raming contractor
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3 days Mon 6/26/00 Wed 6/28/00 21 days Mon 5/8/00 Mon 6/5/00	1	Complete exterior brick	16 49%	U0/7/00	-	
1 21 days Non 5/8/00 Wed 6/28/00 21 days Mon 5/8/00 Mon 6/5/00	1	Complete exterior siding	3 days	Fri 6/2/00	-	Masonry contractor
Mon 5/8/00 Mon 5/8/00			S days	Mon 6/26/00	_	raming contractor
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